

13.100 FIELD TRAINING OFFICER PROGRAM

Reference:

Standards Manual 33.1.5, 33.4.3, 35.1.3
FOP/City Labor Agreement

Definitions:

Probationary Police Officer (PPO) - a sworn employee with the Department who is under provisional status. The PPO will have a one-year probationary period from the date of being sworn in as a Police Officer. Such Police Officer, in a probationary status, may be removed for cause prior to the time the employee has worked six (6) months. Such Police Officer in probationary status may be removed without right of appeal after the employee has worked six (6) months of his/her probationary period.

Remedial training - the instructional period beyond the minimum 12-week field training period. This restorative period of instruction is designed to enhance the employee's ability to perform job duties.

Recruit Book - a guideline and evaluation instrument designed to document performance ability and skill level for the PPO. This handbook provides an overall view of the police work accomplished by the PPO.

Field Training Officer - an experienced officer whose performance displays exemplary abilities, desire, and achievement. Their duties and responsibilities are to train the PPO during the probationary period enabling them to work a solo assignment.

Purpose:

Provide for a formal and uniform on-the-job training period.

Provide experience, guidance, and supervision so the probationary police officer may develop the knowledge, skill, and abilities to demonstrate a high degree of proficiency in judgment, conduct, appearance, job skills, problem solving and interpersonal relationship skills.

Aid in the evaluation of probationary personnel.

Serve as an aid in evaluating the Department's training program.

Policy:

The goal of the Field Training Officer program is to effectively train a probationary police officer to work a solo assignment in a safe, skillful, productive and professional manner.

The Field Training Officer has two primary responsibilities to his position; first is a responsibility to the community and second is that of a trainer and evaluator of the PPO.

Procedure:

- A. Forms Used in the Field Training Officer (FTO) Program:
 - 1. Cincinnati Police Department Daily Observation Report (Form 644)
 - a. Complete daily, even in the absence of the PPO.
 - 2. Beat Profile (Form 645)
 - a. The PPO will complete the form 645 prior to their completion of Phase II.
 - 3. FTO Sergeant's Weekly Report (Form 646A)
 - a. Field training sergeant will complete and turn in by the following Tuesday.
 - 4. Shift Commander's Review and Narrative Comments (Form 646B)
 - a. The shift commander will complete and turn in by the following Friday.
 - 5. Cincinnati Police Department FTO Final Evaluation Report (Form 647) is located in the back of the Recruit Book.
 - a. The primary FTO will complete the report at the end of Phase II of the officer's probationary period.
 - 6. Cincinnati Police Department Supervisor's Monthly Report (Form 647A)
 - 7. Cincinnati Police Department Evaluation of the FTO Report (Form 647B)

- a. The PPO will complete a separate report on the primary and secondary FTO at weeks 8, 13 and at the completion of probation.

B. Recruit Training Phases:

1. Phase I - Formal classroom instruction at the Training Section (approximately 24 weeks).
2. Phase II - District assignments with two different FTO's (primary and secondary) working power, second, and third shift for on-the-job training. (Minimum of 12 weeks)
 - a. Each segment of Phase II is to be completed on different shifts (recommended shifts are second, third and power). Recruits will not be assigned to first shift except in rare cases, with bureau commander approval.
 - 1) Weeks 0 - 3, Primary FTO
 - 2) Weeks 4 - 7, Secondary FTO
 - 3) Weeks 8 - 12, Primary FTO
 - b. The first week the PPO rides with the primary FTO is an observation week. This week is not included in the 12-week tabulation, and no evaluation reports are necessary.
 - c. All missed workdays, excluding regularly scheduled off days, will be made up before the PPO advances to Phase III.
3. Phase III - Commences when the PPO is released to regular assignment, and terminates at the end of the probationary period.

C. Responsibilities of the PPO:

1. Participate fully in Phase II of training. Failure to do so may require extension of the probationary period or failure of probation.
 - a. Time off is limited to emergency situations and will be made up during Phase II.

2. Completion of the Beat Profile Form 645 as required by the performance guidelines with the assistance of the FTO.
3. Completion of the FTO Evaluation Form 645B as required.

D. Duties of the FTO:

1. Attend the FTO Training Program at the Training Section.
2. Complete, sign, and review with the PPO on a daily basis the Form 644.
 - a. When completing Form 644, confer with the Field Training Sergeant regarding status of PPO.
 - b. In the event the PPO goes into remedial training, the primary FTO will continue to complete Form 644.
 - 1) The district commander may designate another FTO to fill out the forms if a schedule conflict occurs.
3. Have the PPO sign Form 644.
4. Complete and sign Form 647 on or before the completion of Phase II of the PPO's employment with the Police Department.
5. Direct, guide, explain, and demonstrate the fundamentals of police work so the PPO understands how and why duties are performed in a certain manner.
 - a. FTO's will allow the PPO's to perform tasks they are competent to handle and ready to assume.
 - b. FTO's will check all paperwork for completeness, accuracy, legibility, etc.
6. If the PPO is to be retained as a permanent employee, the primary FTO who spent the majority of the time, inclusive of the observation period, with the PPO will complete Form 647 and Recruit Book.

- a. The FTO is charged with the maintenance, care, custody and control of the Recruit Book.

7. The FTO will attend all scheduled meetings to discuss PPO's performance with all officers involved in the program.

E. Duties of the Field Training Sergeant:

1. Review and sign Forms 644, 645, 646A, and 647A. Make sure PPO signs Forms 644, 645, 646A, and 646B.
2. Confer with each FTO, at least weekly, about their PPO's progress.
3. Confer with the PPO's, at least weekly, to note their progress. Identify any strengths and/or weaknesses and develop a plan for improvement using form 647A.
4. Confer with the shift lieutenant weekly concerning the progress of the PPO using Forms 644, 646A, and 646B.
5. Use the Recruit Book as an aid in counseling the PPO. It should serve as an aid to correcting individual weaknesses in an effort to improve overall performance.
6. Ride with the PPO's to observe performance and document on Forms 646A and 647A.
 - a. A minimum of four hours riding/observation time during both Phases II and III of the PPO's training for a total of eight hours.
7. The Field Training Sergeant will attend all scheduled meetings to discuss PPO's performance with all officers involved in the program.

F. Duties of the Shift Lieutenant:

1. Review, comment on, and sign Forms 644, 645, 646A, 646B, and 647 and 647A.

2. Confer with the field training sergeant, field training officer, and probationary police officer on a weekly basis using Forms 644, 646A, and 646B, which have been completed before this meeting. Identify any weaknesses, attempt to establish their cause, and discuss possible corrective steps. Have PPO sign Forms 644, 646A, and 646B.
3. Forward Forms 644, 645, 646A, 646B, 647 and 647A to the district commander for review and approval.
4. Confer with the district commander within the last week of each 28-day work period or more frequently if necessary, concerning the progress of the PPO's assigned to the lieutenant's shift.
5. Confer with the district commander in the final evaluation process.
6. Assist the FTO's with special training in specific areas of the PPO's weaknesses.
6. Notify the FTO Coordinator of any problems where a PPO needs additional training.
 - a. Contact the FTO Coordinator when the PPO is assigned to a relief.
7. Ensure the FTO's and PPO's are assigned to the same off-day group during Phase II of training so they will work together as much as possible.
8. Forward a Form 17 to the Police Academy Director with a copy to FTO Coordinator regarding all assignments of FTO's and PPO's.
 - a. List the names and off day groups of the primary and secondary FTO's.
 - b. If there are changes made in the primary FTO send a Form 17 within the first week of Phase II showing the change.
 - c. If there are changes made in the secondary FTO send the Form 17 within the third week of Phase II showing the change.

9. Ensure the PPO's are rotated through the Neighborhood Officer Unit.
- G. Duties and Responsibilities of the District Commander:
1. Assist Police Academy Director and FTO Coordinator with selection and assignment of FTO's.
 - a. Recommend personnel for assignment as FTO's with input from the Police Academy Director using criteria outlined in section I.
 - b. Assign the PPO to the primary FTO with input from the Police Academy Director.
 - 1) Assign secondary FTO's and notify the FTO coordinator of the pairings.
 - c. After consultation with the Police Academy Director, remove an FTO from the program when necessary.
 2. Within the last week of each 28-day work period, or more frequently if necessary, confer with the shift lieutenant to determine problem areas. Consult with the Police Academy Director and FTO Coordinator to establish training programs within the unit to alleviate these problems.
 - a. This does not preclude training conducted at the Training Section, in response to a general problem that would benefit more than a few PPO's.
 - b. During Phase III of training, if attempts to train and counsel a PPO have been unsuccessful, initiate dismissal procedures.

- 1) This should start before the beginning of the 17th month of probation, to provide enough time for case documentation and preparation. This in no way prevents beginning dismissal procedures at an earlier or later date.
 3. Review and maintain a file containing copies of Forms 644, 646A, 646B, and 647.
 4. Review, approve, and forward to the FTO coordinator completed Forms 644, 646A, 646B, and 647 in a timely manner.
 - a. If the PPO has successfully demonstrated the ability to perform as a police officer, return the Recruit Book along with completed Forms 645, and 647 to the Training Section.
 5. Notify the Police Academy Director in writing with copies to FTO coordinator of changes in primary or secondary FTO's.
 - a. The notify must show the name of the PPO, the name of the previous and new FTO's, and indicate the FTO status (primary or secondary).
 6. Ensure the PPO's are rotated through the Neighborhood Officer Unit. They are to be assigned for a two-week period and must complete this assignment prior to starting Phase III.
- H. Duties and Responsibilities of the Police Academy Director and FTO Coordinator:
1. Direct and coordinate the activities of the FTO Program.
 2. Assemble the FTO Review Board for the review of Field Training Officers.
 3. The FTO Review Board will consist of the Police Academy Director, FTO Coordinator, the Police Department Psychologist, District Captain, FTO Supervisor and an FTO.

- a. The Police Academy Director, with input from the Patrol Bureau Commander and FTO Coordinator, will select an FTO supervisor and FTO to serve on the board for a period of one year upon approval by the Police Chief.
- b. Assemble the board bi-annually or more frequently if needed for the selection and retention of FTO's and to review the FTO program.
 - 1) The Board will review all applications from FTO's and prospective FTO's. The Training Academy Director will review the findings of the Board and make recommendations to the Police Chief.
 - 2) The Board may interview any prospective or present FTO they feel does not meet the standards outlined in section I and make recommendations to the Police Chief.
- 4. Review completed Forms 644, 645, 646A, 646B, 647A&B, and FTO Evaluation.
- 5. The FTO Coordinator will notify Police Communications Section (PCS) to remove the recruit (R) designation from the officer's car number.
- 6. The Police Academy Director and FTO Coordinator will take an active part in the final evaluation of each recruit and offer a substantiated opinion as to retention or separation of the recruit.
- 7. The recruit advisors will:
 - a. Assist the FTO Coordinator in identifying weaknesses in the recruit training and assist in remedial training.
 - b. Assist the FTO Coordinator with the maintenance of files, deadlines of reports and follow-ups on PPO's status.
 - c. Review with the FTO Coordinator completed Forms 644, 645, 646A, 646B, 647A and 647B.

I. Criteria and Method for Selecting FTO

1. Factors to be considered in the selection of FTO's should include:

- Performance rating
- Attendance
- Driving record
- Commendations
- Assessment of past complaint history
- Disciplinary record
- Physical fitness
- Oral communication skills
- Judgement
- Job experience
- Attitude
- Maturity
- FTO experience
- Role model
- Knowledge of police procedures
- Writing skills
- Seniority

2. Selection process for choosing police officers, specialists, and sergeants for the FTO program:

a. The FTO Review Board must review and consider the following information for each applicant:

- 1) Seniority (in excess of three (3) years)
- 2) Personnel jacket information and Internal Investigation Section profile record of the past three years
- 3) Verification of information on application form

J. FTO Insignia:

1. Only those officers on Training Section's list of active FTO's may possess and/or wear the FTO insignia.

a. Any officer removed from FTO status, regardless of the reason will immediately return the insignia to the FTO coordinator.

2. The insignia is worn on the left breast pocket flap of the nylon windbreaker, storm coat, Ike jacket or blouse. During warm weather, it is worn on the left shirt pocket flap. These are the only uniform items on which the insignia is to be worn.